

DD/A REGISTRY

FILE:

45-1

## ROUTING AND TRANSMITTAL SLIP

Date

25 SEPT 1985

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	DIRECTOR OF LOGISTICS		
2.			
3.	PMS/OL		
4.			
5.			

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REMARKS

CC: D/OTE  
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2041-

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
Form 41 GPO 1981-11-205

DD/A Registry  
85-3330

# U.S. Professional Development Institute

1620 Elton Road, Silver Spring, MD 20903 • 301/434-1370

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Dear Federal Executive:

Today, more than ever, Government management directives require project and program management accountability. To achieve these Governmentwide directives, you must be able to use measureable program and project management tools and techniques.

The national conference on Project and Program Management for Government, November 5-7, 1985 in Washington, D.C., brings together senior Government and industry leaders, who present ways you can enhance your project and program management activities.

Sponsored by the George Washington University School of Government and Business Administration, conference sessions address pertinent program and project management issues and offer practical solutions to your specific concerns.

Please take the time to examine the enclosed brochure to see how the conference will help your agency in this important management task. Extra brochures have been included for other members of your staff responsible for project and program management.

Sincerely,



Peter Zuckerman  
Program Director

Enclosures

**Innovative Ideas for the Information Age**  
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